Historic, Archive Document

Do not assume content reflects current
scientific knowledge, policies, or practices.

INSTRUCTIONS FOR TYPISTS PREPARING CAMERA COPY FOR OFFSET

The copy you are preparing will be photographed onto metal plates for reproduction by offset printing (sometimes called multilith). The copy sent to the printer must be clean, with no erasures or smudges, and the typing must be reasonably uniform in shade of ink. It is your responsibility to see that the copy presented to the printer is properly prepared. Below are some instructions and notes to assist you.

MACHINE PREPARATION

Clean your type thoroughly so all characters are sharp and clear. Also clean the feed rolls and the platen.
Check your typewriter to be sure all characters are in line.
Check your ribbon. Use one that will give a sharp black imprint. Too much ink on the ribbon may smear and cause smudges. Remember that every mark on the page will be photographed and may be reproduced.
If others are typing parts of the manuscript, check to be sure that your typewriter characters are the same size and style so all copy will be uniform, and to assure uniformity in the tone of the ribbons. If part of the copy is light and part of it dark, partial retyping may be necessary to make the copy acceptable for printing. Electric typewriters are particularly suitable for such work, because of the uniform stroke of the keys.

PLANNING THE PUBLICATION

You have rough manuscript copy and from this you will be expected to produce a finished product. First, you must remember that offset reports are reproduced in multiples of 4 pages (unless the full report does not exceed 2 pages). The report should be planned to avoid blank pages. The text should start on a right-hand page, so the introductory pages--Preface, Acknowledgments, Summary, and Contents--should be planned first. Arrange these, following instructions given by the editors, and type them according to instructions given here. Avoid pages with one sentence or a short paragraph. If you cannot fit copy on the pages you have allotted, consult with the author. He may be able to rewrite a paragraph or delete or rearrange some of the material.

TYPING THE PUBLICATION

We have prepared a blue-line guide sheet on which copy for all reports for offset or multilith reproduction should be typed. (Form AMS- .) Be sure to type all copy within the blue margins of this guide sheet--this includes page numbers when they appear at the top of the page. Do not try to type too fast-- this may throw the typewriter characters out of their proper spacing. Use a firm, even touch.

If you have tables which will require reduction in order to fit within the page space, use the larger guide sheet (Form AMS-   ). When the material typed on this sheet is reduced 25 percent, it will fit in the same space as the material typed on the smaller guide sheet.

Type all copy single spaced, with double spacing between paragraphs. Indent each paragraph five spaces.

MAKING CORRECTIONS

If you make an error in typing, do not erase. Use Snopake correction fluid or Chinese white ink to obliterate the error. These can be used as in stencil correction while the material is still in your machine.

Corrections may also be made by cutting out the copy in error and replacing corrected copy in the same space. This is accomplished by retyping the line or group of words where the error has occurred. The corrected copy is placed underneath that with the error, and with the use of a light table, or by holding toward the light, the old and new copy can be matched exactly. The new copy is taped to the back of the page being corrected to keep it from slipping out of place. The space with the error is cut out with a razor blade and at the same time the corrected copy is being cut to fit the space. The taping on the back is then removed and the corrected copy is placed in the space from which the error has been extracted and should fit exactly. This is taped in place with the tape on the back.

INTRODUCTORY PAGES

The foreword or preface, acknowledgments, summary, and contents are included in the introductory pages. The editors will have these sections marked for order of placement in the book. If any of these items is marked for a single page and there is not enough copy to fill a complete page, the copy should be typed so that its center is about 5/8 of the way up the page or at least 12 lines nearer the top than the bottom. Use a blue pencil to mark the distance from the top of the page so the printer will set the page correctly. Write lightly.

Headings for introductory pages should be ALL CAPS, centered. Drop down two spaces after the heading before typing the material.

If two or more of the introductory items are placed on the same page, drop down three spaces following each before typing the heading for the next item.

Introductory items except the CONTENTS are typed the same as the text, single spaced, with paragraphs indented 5 spaces, and double spaced between paragraphs.

When typing the CONTENTS, start flush with the margin for 1st degree headings. Capitalize the first word and any proper names. Indent 2d degree headings 5 spaces. 3d degree headings do not usually appear in the contents; however, if they are marked to appear, they should be indented five additional spaces. If any entries require more than one line, start at the proper place and indent additional lines 2 spaces.

Use periods, single-spaced, between last word and the page number. End each row of periods at the same point, usually three spaces ahead of the page number. Line up or justify the right-hand margin of the page numbers.

If the CONTENTS is short, the editors may have it marked to follow the title and author identification on the first page of text. In that case, use the same spacing as above and allow three spaces following the CONTENTS before typing the 1st degree heading.

PAGE NUMBERS

Publications of 48 pages or less are required to have self-covers--that is, covers of the same paper stock as the inside text pages. The cover of self-cover publications is considered page 1 and all pages following are numbered consecutively, unless indicated otherwise by the editors.

If the publication has more than 48 pages, it may have a separate cover of heavier weight or different color than the text. In this case, the introductory pages are numbered in small Roman numerals, centered at the bottom of the page, 2 spaces below and underline outside the blue guide lines.

Text pages are numbered with Arabic numerals. These are centered at the top of the page and are typed touching, but within, the blue guide lines. Double space following the page number and proceed with the text. The page with the title and author identification is not numbered, but is considered to be page 1.

Page numbers are typed in the same position for pages with tables as page numbers in the text, regardless of the position of the table on the page. (See tables.)

TITLE AND AUTHOR IDENTIFICATION (Page 1)

The title of the report, ALL CAPS, centered and underlined should be typed 1 inch below the top blue guide line. Double space and type the author identification (single spaced if more than one line), capitalizing all proper names except the author's title, which should be in lowercase. Triple space and center the 1st degree heading, ALL CAPS. Indent 5 spaces and begin typing the report, single spaced. Double space between paragraphs.

On following pages, type the page number, centered, at the top, within and touching the blue line at the top of the page. Double space and continue with the text, single spaced.

SECTION HEADINGS

1st degree heads should be typed ALL CAPS, centered.
2d degree heads should be typed Initial Caps, underscored and centered.
3d degree heads should be typed Initial Caps, not underscored, but
    centered.
Allow three spaces above each and two below.

Any further degrees of headings can be sideheadings or run-in. For side-
headings, double space following the last line of the preceding paragraph and
start flush with the margin. Use Initial Caps, not underscored. Double space
and start the next paragraph, indenting 5 spaces.

For run-in headings the first word should be capitalized, the remainder
lowercase, unless they are proper names. Run-in headings should be indented
5 spaces, underscored, and end with a period and dash. The text follows imme-
diately on the same line

TABLES

Page numbers for all pages with tables are typed in the same position as
for the text. If the table starts at the top of the page, double space follow-
ing the page number as for text, and type the title of the table. If the table
appears lower on the page, following text, allow two spaces above and below the
table.

If the table is wide and must be placed the long way of the page, type the
page number in place as for a page of text. Remove the paper from your type-
writer, turn it so the page number is to your right and replace it in the
machine. Set your right-hand margin so the table will end at the same position
as the first line of the text pages (two spaces below the page number). The
title of the table should be typed as close to the blue guide line as possible,
so the left-hand margins in the publication will remain the same.

A sample table and Government Printing Office rules for typing tables are
given on page 5 to help you.

If further questions should arise, consult the publication, "GPO Style
Manual" or "Preparation of Statistical Tables" for rules on capitalizing, plac-
ing the title, and other pertinent information.

PLANNING FOR REDUCTION OF TABULAR MATERIAL

If any tables or typed material in the publication are to be reduced, plan
to reduce all of them by the same proportions. Do not plan for more than one-
fourth reduction. If the material is too large to fit within the blue guide
lines of the larger guide sheet (Form AMS-), try to plan it to occupy $1\frac{1}{2}$ or
2 text-size pages. Remember that the width of the material will automatically
be reduced in the same proportion as the length.

GOVERNMENT PRINTING OFFICE RULES FOR TYPING TABLES

Sample table

Table 9.--Wool, Montevideo super 3's (46's, 48's): Price per pound,
     (American yield), duty-paid, Boston, by months, 1950-51 1/
                              (1 space)

Year	:	Jan.	:	Feb.	:	Mar.	:	Apr.	:	May	:	June
	:		:		:	(1 space)	:		:		:	
	:	Cents	Cents	Cents		Cents		Cents		Cents		Cents
1950 ....:		24.8	27.4	21.2		86.4		87.6		97.1		
1951 2/ .....:		85.9	89.1	94.6		33.6		3/99.2		3/11.4		
	:			(1 space)								
				(1 space)								

  1/ U. S. monthly prices are the result of weighting monthly State prices by
production.
  2/ Preliminary.
  3/ Computation of parity prices: Average price in base period (August 1909
to July 1914=88.4 cents).
       (1 space)
  Compiled from reports of the Bureau of the Census and the Commodity
Stabilization Service.

If the title can be typed on 1 line, center it. If it requires 2 lines, type
   the first line full length, and center the second. If it requires more than
   2 lines, type the first line full length and indent all following lines
   2 spaces.
Leave 1 space between title of table and boxhead.
Center the items that appear in the box headings, from top to bottom and from
   side to side.

	:	:	
Quantity	:	Price per pound	:	Cash receipts from farm marketings 4/

Leave 1 space between boxhead and unit.
Do not leave a space between the unit and the figure.
Backspace twice from colon in boxhead in order to type last digit of figure.
       Example:

Jan.	:	Feb.	:	Mar.
Cents		Cents		Cents
24.8		25.8		26.8

Underscore all units: Dollars Percent Millions Thousands Bushels etc.
Place footnote after item in stub: 1953 1/
Place footnote before figure in all other columns: 1/24.8
Leave 1 space between line at the end of the table and beginning of footnotes.
Indent each footnote 2 spaces, bring second line flush with the margin. If
   space is limited and there are several footnotes, they may be typed in para-
   graph form, without starting each one on a separate line.
Leave 1 space between footnote and source.
Indent first line of source 2 spaces, bring second line flush with margin.

If only a portion of the material in the book is to be reduced, page numbers should remain the same size throughout the book. This can be accomplished by pencilling in the page numbers with blue pencil in the proper position on the larger sheets. Mark at the top of each such page, in blue pencil--strip in page number after reduction. Type such page numbers on a separate sheet, triple-spaced or more, and mark to be stripped in in the proper places.

FOOTNOTES

The last line of the footnote should end within the bottom line of the guide form the same as pages with full text. Use the underscore for 15 spaces directly above the footnote and at least 1 space below the text. Indent five spaces and use the following form for the footnote:

_____

6/ Clark, C. M. and Browning, W. Organization of the Looseleaf Tobacco Auction Market. Ky. Agr. Expt. Sta. Bul. 599, 91 pp. 1953.

If the footnote occupies more than one line, the second and following lines should be flush with the left margin.

Footnotes to charts and tables are not divided from the charts and tables with the 15-space underscore. This is used only to divide text and footnotes to the text. (See TABLES.)

LITERATURE CITED

Text references to Literature Cited should be underscored and should be enclosed in parentheses, e.g., (20). In the list of Literature Cited, the figures should be enclosed in parentheses, but not underscored. The first line should be flush with the left-hand margin, the second line should be indented 7 spaces and following lines 9 spaces. Example:

(20) Clark, C. M., and Browning, W.
        1953. Organization of the Looseleaf Tobacco Auction Market. Ky. Agr.
        Expt. Sta. Bul. 599, 91 pp.

LEGENDS

Legends for charts or maps are typed in place in the text, with the proper space left above for the illustration. If there is no explanatory material, the word Figure and the number should be centered in place.

Example: Figure 1

If there is explanatory material following, a single-line legend should be centered under the illustration. If the legend has two lines, the first line should be typed flush with the left margin and the second line should be

centered. A legend of three or more lines should be typed with the first line flush and following lines indented two spaces. Examples:

Figure 3.--Approximate location of elevators in the coastal plans area of
North Carolina, 1953.

Figure 6.--The simplest type of elevator for assembling and loading out bulk
grain. Grain goes from covered dump pit by underground conveyor to leg
boot to encased head and distributor to truck or railroad car or to bins.

If the chart or map is a full page item, type the page number and the legend in the proper place on the typing guide form.

EDITOR'S MARKS

Circle--a pencilled circle around a figure or abbreviation in edited copy means spell out.

\#--means leave a typewriter space.

Broken line--broken line under copy that has been pencilled out, or "stet" in the margin, means leave in.

⌣ --means omit space.

All other editor's marks follow the "United States Government Printing Office Style Manual." Consult this book frequently. If you are in doubt, call the editor.

For proper division of words, use "Word Division, Supplement to Government Printing Office Style Manual" or your dictionary.

DO NOT

Do not erase--see the section Making Corrections.

Do not place scotch tape over any part of the typed manuscript, charts, or illustrations.

Do not fasten photographs or other items with paper clips or pins. The impression of the paper clips or the pin holes may photograph and be reproduced in the finished copy.

Do not type on the back of photographs or charts. If necessary to write on the back, do so with a soft pencil or crayon and write lightly to avoid embossing the face of the photograph.

Do not use paste or mucilage to affix paper to photographs--use rubber cement.